

Small Business Subcontracting Plan

DATE:

SUBCONTRACTOR:

ADDRESS:

SOLICITATION OR SUBCONTRACT NUMBER:
ITEM/SERVICE:

The following, together with any attachments, is hereby submitted as a Subcontracting Plan to satisfy the applicable requirements of Public Law 95-507.

1. (a) The total estimated dollar value of all planned subcontracting to all types of business concerns under this subcontract is \$
- (b) The following percentage goals, expressed in terms of a percentage of total planned subcontracting dollars, apply to the subcontract cited above or to the subcontract awarded under the solicitation cited.
 - (i) Small business concerns: % of total planned subcontracting dollars under this subcontract who are small business concerns.
 - (ii) Veteran-owned small business concerns: % of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned by veterans. This percentage is included in the percentage shown under subparagraph 1 (b)(i) above, as a subset.
 - (iii) Service-disabled veteran-owned small business concerns: % of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned by veterans. This percentage is included in the percentage shown under subparagraph 1 (b)(i) above, as a subset.
 - (iv) HUBZone small business concerns: % of total planned subcontracting dollars under this subcontract will go to subcontractors who are qualified HUBZone small business concerns. This percentage is included in the percentage shown under subparagraph 1 (b)(i) above, as a subset.
 - (v) Small disadvantaged business concerns: % of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned and controlled by socially and economically disadvantaged individuals. This percentage is included in the percentage shown under subparagraph 1(b)(i) above, as a subset.
 - (vi) Women-owned small business concerns: % of total planned subcontracting dollars under this subcontract will go to subcontractors who are small business concerns owned and controlled by women.
- (c) The following dollar values correspond to the percentage goals shown in paragraph (a) above.
 - (i) Total dollars planned to be subcontracted to small business concerns: \$.
 - (ii) Total dollars planned to be subcontracted to veteran-owned small business concerns: \$. This dollar amount is included in the amount shown under subparagraph 1(c)(i) above as a subset.

- (iii) Total dollars planned to be subcontracted to service-disabled veteran-owned small business concerns: \$. This dollar amount is included in the amount shown under subparagraph 1(c) (i) above as a subset.
- (iv) Total dollars planned to be subcontracted to HUBZone small business concerns: \$. This dollar amount is included in the amount shown under subparagraph 1(c)(i) above as a subset.
- (v) Total dollars planned to be subcontracted to small disadvantaged concerns: \$. This dollar amount is included in the amount shown under subparagraph 1(c)(i) above, as a subset.
- (vi) Total dollars planned to be subcontracted to women-owned small business concerns: \$.
- (d) The following principle products and/or services will be subcontracted under this subcontract, and the distribution among small, women-owned, small disadvantaged and large business concerns as follows:

Small Business	Veteran-Owned Small Business	Service Disabled Veteran-Owned Small Business	HUBZone Small Business	Small Disadvantaged Business	Women-Owned Small Business	Large Business

- (e) The following method was used to develop subcontract goals. (Include a statement explaining how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, women-owned, and small disadvantaged business concerns were determined, and how capabilities of small, women-owned, and small disadvantaged business concerns were determined to include identification of source lists used in making those determinations.)
- (f) Indirect and overhead costs have been have not been included in the goals specified in 1(b) and 1(c).
- (g) If indirect and overhead costs have been included in the goals, explain the method used in determining the proportionate share of indirect and overhead costs to be allocated as subcontracts to small and women-owned business concerns and small disadvantaged business concerns.

2. The following person will administer the subcontracting program:
 Title:
 Address and Telephone:
 Title:

E-mail:

This person's specific duties, as they relate to the firm's subcontracting program, are as follows:

General overall responsibility for this company's small and women-owned business program, for the development, preparation and execution of individual subcontracting plans, and for monitoring performance for contractual subcontracting requirements contained in this plan includes but is not limited to

- (a) Ensuring that procurement packages are structured to permit small, women-owned, and small disadvantaged business concerns to participate to the maximum extent possible;
 - (b) Ensuring inclusion of small, women-owned, and small disadvantaged business concerns in all solicitations for products or services that they are capable of providing;
 - (c) Reviewing solicitations, when possible, to remove statements, clauses, etc., that may tend to restrict or prohibit small, women-owned, business concerns and small disadvantaged business participation;
 - (d) Ensuring that the review board for bids/proposals documents its reasons for not selecting low bids/proposals submitted by small, women-owned, and small disadvantaged business concerns;
 - (e) Ensuring the establishment and maintenance records of solicitations and subcontract award activity;
 - (f) Monitoring attainment of proposed goals;
 - (g) Preparing and submitting required quarterly subcontracting reports on SF 294; and
 - (h) Other:
3. The following internal efforts will be taken to ensure that small, women-owned, and small disadvantaged business concerns will have an equitable opportunity to compete for subcontracts and to guide and encourage buyers.
- (i) Activities will be monitored to evaluate compliance with this Subcontracting Plan.
 - (ii) Small, women-owned, and small disadvantaged business concern source list, guides, and other data identifying small, women-owned, and small disadvantaged business concerns will be maintained and used by buyers in soliciting subcontracts; and
 - (iii) Other:
4. The offeror agrees that the clause entitled "Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals" will be included in all subcontracts that offer further subcontracting opportunities, and all subcontractors except small business concerns who receive subcontracts exceeding \$5,000,000 (\$1,000,000 for construction subcontracts) shall adopt and comply with a subcontracting plan similar to this one. Such plans will be reviewed by comparing them with the provisions of Public Law 95-507 and ensuring that all minimum requirements of an acceptable subcontracting plan have been satisfied. The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small and small disadvantaged subcontractors, and prior experience. Once approved and implemented, plans will be monitored through the submission of quarterly reports, and/or, as time and availability of funds permit, periodic visits to subcontractors' facilities to review applicable records and progress in the subcontracting program.
5. The offeror agrees to submit such periodic reports and to cooperate in any studies or surveys that may be required by the University or government to determine the extent of compliance by the

subcontractor with the Subcontracting Plan and with the clause entitled "Utilization of Small Business Concerns and Small Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals" contained in the subcontract.

6. The offeror agrees that it will maintain at least the following types of records to document compliance with this Subcontracting Plan:
- (a) Source lists of small, women-owned, and small disadvantaged business concerns, guides, and other data identifying small/small disadvantaged business vendors;
 - (b) Organizations contacted for small, women-owned, and small disadvantaged business sources.
 - (c) On a subcontract-by-subcontract basis, records on all subcontract solicitations over \$100,000 indicating (1) whether small or women-owned business concerns were solicited, and if not, why not; (2) whether small disadvantaged business concerns were solicited, and if not, why not; (3) reasons for the failure of solicited small, women-owned or small disadvantaged business concerns to receive the subcontract award;
 - (d) Records to support other outreach efforts; contacts with minority and small business trade associations; attendance at small minority business procurement conferences and trade fairs; etc.;
 - (e) Records to support internal activities to guide and encourage buyers: workshops, seminars, training programs, etc. Monitoring activities to evaluate compliance, and
 - (f) On a subcontract-by-subcontract basis, records to support subcontract award data, including name and address of subcontractor.

Offeror's signature _____ Date: _ _